



ARKANSAS DEPARTMENT OF CAREER EDUCATION



Mike Beebe, Governor
William L. "Bill" Walker, Jr., Director

Agenda Manual
August 5, 2010

AGENDA

State Board of Career Education (SBCE)

Arkansas Career Training Institute
105 Reserve Avenue
Administration Building
Hot Springs, AR

August 5, 2010
9:30 a.m.

- TAB A Action Item – Approval of Minutes of June 2, 2010
- TAB B Action Item – Approval of Biennial Budget Request for 2011-2013
- TAB C Action Item – Adoption of the 2012-2013 Arkansas Rehabilitation Services Biennial Budget and the 2011 Operational Budget
- TAB D Informational Item – Awards to Literacy Councils for the 2010-2011 Fiscal Year
- TAB E Informational Item – Arkansas Rehabilitation Services Draft FY 2011 State Plan for Vocational Rehabilitation and Supported Employment Services Program
- TAB F Informational Item – Arkansas Apprenticeship Program
- TAB G Informational Item – Arkansas Rehabilitation Services – Business Services Division
- TAB H Informational Item – Law Enforcement Support Office – Overview Report
- TAB I Informational Item – Arkansas Alternative Financing Program

Director's Report

MINUTES - MEETING OF THE
STATE BOARD OF CAREER EDUCATION
9:30 a.m.

June 2, 2010

The State Board of Career Education (SBCE) was called to order by Chairman Phil Taylor. The meeting was held at Ouachita Technical College (OTC), 1 College Circle, Malvern, Arkansas.

A record of member attendance is as follows:

PRESENT

Mr. Phil Taylor, Chairman
Mr. Richard Smith
Mrs. Martha Dixon
Mr. John Riggs
Dr. Thomas Flowers

Ex-Officio Nonvoting Members
Mr. William L. "Bill" Walker, Jr.
Ex-Officio Secretary

ABSENT

Mr. Richard Smith
Mrs. Lucy Ralston

Ex-Officio Nonvoting Members
Dr. Tom Kimbrell
Dr. Jim Purcell

OTC President Dr. Barry Ballard welcomed board members to the campus and presented an overview of OTC's programs, including the high school career center and the adult education program.

Mr. Marion Fletcher, program manager for agricultural science and technology, welcomed the board members and invited them to Camp Couchdale upon adjournment of the board meeting to hear Governor Mike Beebe's address at the state FFA convention.

Mr. Fletcher introduced two special guests, Mr. Levy Randolph, the 2009-2010 FFA national president; and Mr. Bill Fleet, interim executive director for the National FFA Foundation.

A. ACTION ITEM – APPROVAL OF MINUTES OF APRIL 1, 2010

On motion by Mr. Riggs and second by Mrs. Dixon, the State Board of Career Education unanimously approved the minutes of April 1, 2010.

B. ACTION ITEM – ADOPTION OF THE 2010 – 2011 AGENCY BUDGET

Mr. Charles Brown, deputy director of finance, recommended that the State Board of Career Education approve the 2010-2011 budget as presented.

Mr. Brown provided the board members with the following major budget components:

Public School Fund – Adult basic and general adult education, workforce coordinators/counselors, new program start-up, adult literacy, and vocational center aid (state funds)

Agency Operations (state funds)

Federally Funded Programs – Federal vocational, Veterans Approving Agency and adult education

Cash-Supported Operations – Verizon Award, Law Enforcement Support Office (LESO), and alternate retirement programs

Trust Funds – Construction trades training

Mr. Brown stated that the budget components funded with state appropriation were developed in a manner consistent with the requirements of the Revenue Stabilization Act and are based on official forecasts.

Mr. Brown reminded the board members that budgets are subject to change because of changes in actual revenues, receipts of miscellaneous grants, and authorized reallocation of funds among appropriations and line items. The approved budget will constitute authority to spend in a manner consistent with applicable state and federal laws and regulations. The director of the Department of Career Education is authorized to make appropriate corrections and adjustments in accordance with policies and procedures established by the State Board of Career Education.

On motion by Mr. Riggs and second by Mrs. Dixon, the State Board of Career Education unanimously approved the adoption of the 2010-2011 agency budget.

Mr. Riggs made a motion that the rules be suspended to hear Mr. John Wright, chief of financial operations for the Arkansas Rehabilitations Services Division (ARS) present the ARS budget for 2010-2011, Mrs. Dixon seconded the motion.

Mr. Wright asked that the board approve the 2010-2011 budget for Arkansas Rehabilitation Services. Mr. Wright will provide further information at the August board meeting.

On motion by Mrs. Dixon and second by Dr. Flowers, the State Board of Career Education unanimously approved the adoption of the Arkansas Rehabilitation Services 2010-2011 budget.

C. ACTION ITEM – REVISION OF STANDARDIZED TESTING INSTRUMENTS IN THE ADULT EDUCATION POLICY AND PROCEDURES MANUAL

Mr. Jim Smith, deputy director of adult education, recommended that the State Board of Career Education approve the revisions of the standardized testing instruments in the Adult Education Policy and Procedures Manual as presented.

Mr. Smith stated that the levels of performance will be expressed in an objective, quantifiable, and measurable form and will show the progress of the state toward continuous performance improvement. According to the National Reporting System of Adult Education Implementation Guidelines, states must require local programs to measure educational gain with standardized assessments that are appropriate for measuring education gain within the National Reporting System framework and conform to accepted psychometric standards for validity and reliability.

Mr. Smith informed the board members that the 2010 changes have been made to comply with the guidance from the United States Department of Education, Office of Vocational and Adult Education.

On motion by Dr. Flowers and second by Mr. Riggs, the State Board of Career Education

unanimously approved the revision of standardized testing Instruments in the Adult Education Policy and Procedures Manual.

D. INFORMATIONAL ITEM – OVERVIEW OF THE EIGHT PROGRAMS WITHIN THE SPECIAL PROGRAMS COMPONENT OF ARKANSAS REHABILITATION SERVICES

Mr. Jim Moreland, associate director of special programs for Arkansas Rehabilitation Services, stated that the special programs section of ARS is composed of eight programs that provide direct services to specific populations or other specialized services to clients. The eight programs also provide support to the ARS Field program. The programs are as follows:

Arkansas Kidney Disease Commission (AKDC) –assists Arkansans living with End Stage Renal Disease (ESRD) requiring regular kidney dialysis treatments or who have been the recipient of a kidney transplant.

Arkansas Governor's Commission on People with Disabilities (AGCPD) – as a primary function, assists the governor in designing and responding to policies that affect the lives of Arkansans living with disabilities, no matter age or disability.

Rehabilitation Initial Diagnosis and Assessment for Clients (RIDAC) – provides psychological and medical assessment and consultative services in support of the ARS field program.

Learning and Evaluation Center (LEC) – provides comprehensive diagnostic and educationally focused psychological and neuropsychological evaluations in support of the ARS field program.

Increasing Capabilities Access Network (ICAN) –assists Arkansans living with disabilities who need assistive technology.

Assistive Technology @ Work (AT @ Work) –assists ARS consumers and referring counselors in selecting and obtaining appropriate assistive technology.

Support Housing Office (SHO) – assists Arkansans living with disabilities in obtaining affordable permanent and, when needed, accessible housing.

Disability Management/Return-to-Work (DM/RTW) – assists state agencies and, in certain instances, private employers in designing and implementing early return-to-work programs.

DIRECTOR'S REPORT

Mr. Walker stated that U.S. Department of Education Office of Inspector General has sent the final audit report.

Mr. Walker informed the board members that senior staff from the Department of Career Education traveled to Searcy May 25 to present former State Board of Career Education Chairman Jack Justus with the plaque that will hang outside the conference rooms at 3 Capitol Mall and 525 W. Capitol Avenue.

Mr. Walker told board members that the senior management team retreat held May 17-20 at the Embassy Suites of Northwest Arkansas in Rogers was very productive.

Mr. Walker informed the board that town hall meetings were held in Jonesboro and Fayetteville.

Rodney Chandler informed the board about the Arkansas Career Training Institute's renovation project.

Mr. Walker informed the board that the Arkansas Rehabilitation Association and Arkansas Rehabilitation Services held their annual spring training conference May 26 -28 at the Arlington Hotel in Hot Springs.

Mr. Walker announced the following dates:

- Wednesday, June 23, 2010 – Arkansas Career Training Institute 50th anniversary and ground-breaking ceremony.
- Thursday, August 5, 2010 –State Board of Career Education Meeting, Arkansas Career Training Institute in Hot Springs.

ADJOURNMENT

Mr. Taylor adjourned the meeting at 12:04 p.m.

William L. "Bill" Walker, Jr., Ex-Officio Secretary
State Board of Career Education

Phil Taylor, Chairman
State Board of Career Education



Department of Career Education

Mike Beebe
Governor

William L. "Bill" Walker, Jr.
Director

August 5, 2010

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director

C. L. Brown, Deputy Director for Finance *CL Brown*

SUBJECT: ACTION ITEM – APPROVAL OF BIENNIAL BUDGET REQUEST FOR
2011-2013

ACTION RECOMMENDED: It is recommended that the State Board of Career Education approve the budget request for the 2011-2013 Biennium.

INFORMATION/RATIONALE: The Department of Career Education is requesting substantial increases in funding and appropriation for the 2011-2013 biennium in an effort to provide equitable and adequate opportunities to the clients we serve. The requests fall into the following categories:

Public School Funds (State)	Amount of Increases	
	2011-2012	2012-2013
Vocational Start Up Grants	\$ 355,500	\$ 355,500
Vocational Center Aid	750,000	1,500,000
Student Loan Forgiveness Program	4,000,000	2,000,000
Replacement Equipment Assistance	4,000,000	4,000,000
Adult Education Support	5,411,384	5,411,384
	<u>\$14,516,884</u>	<u>\$13,266,884</u>

General Revenue (State)	Amount of Increases	
	2011-2012	2012-2013
Facility Move and Rent	\$ 196,000	\$ 151,000
Additional CTE Positions	167,168	167,168
Reclass of Professional Staff	46,700	46,700
Additional Adult Education Staff	75,863	75,863
	<u>\$ 485,731</u>	<u>\$ 440,731</u>

ACTION ITEM – APPROVAL OF BIENNIAL BUDGET REQUEST FOR 2011-2013
 August 5, 2010
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Other	Amount of Increases	
	2011-2012	2012-2013
Reclass of Professional Staff	\$ 6,007	\$ 6,007
Arkansas Works	1,050,000	
Conference Fees & Travel	17,500	17,500
Rent Increases	12,000	12,000
Disc Space	2,400	2,400
Law Enforcement Support Program	15,000	15,000
	<u>\$ 1,102,907</u>	<u>\$ 52,907</u>
	 \$16,105,522	 \$13,760,522

STATE OF ARKANSAS



Mike Beebe
Governor

Department of Career Education
Arkansas Rehabilitation Services
Robert P. Treviño, Commissioner

Bill Walker
Director

MEMORANDUM

July 23, 2010

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director
Robert Treviño, Commissioner, Arkansas Rehabilitation Services

Handwritten signatures of William L. Walker, Jr. and Robert Treviño.

SUBJECT: ACTION ITEM – ADOPTION OF THE 2012-2013 AGENCY BIENNIAL BUDGET AND THE 2011 OPERATIONAL BUDGET

ACTION RECOMMENDED: It is recommended that the State Board of Career Education approve the 2010-2011 biennial budget and 2011 operational budgets as presented.

INFORMATION/RATIONALE: The major budget components include

BIENNIAL BUDGET

The General Field Program requests a total of \$400,000 (SFY 2012) and \$600,000 (SFY 2013) for the Vocational Rehabilitation Program purchase of services line item. The rehabilitation counselors will use this request to provide direct services to individuals with disabilities on a statewide basis. These individuals will be assigned a counselor who is responsible for interviewing and assessing disability and functional limitations, and exploring the background, abilities, interests, and barriers to employment. The determination of eligibility normally occurs within 60 days. Working in partnership, the individual and the counselor develop an Individualized Plan for Employment (IPE). This includes the kind of work the client has chosen as a goal, the specific services needed, a realistic time frame for goal accomplishment, and the assignment of responsibilities. Eligible persons may receive one or more of the services provided/purchased by the program.

General Revenue; \$400,000 \$600,000

The General Field Program also requests a total of \$100,000 (SFY 2012) and \$100,000 (SFY 2013) for the Independent Living Program purchase of services line item. We estimate that the funding will provide services to an additional 20 individuals each year. The funding will be used for home modifications (bathrooms, kitchens, access ramps) so the individuals may continue to live in their homes and avoid institutionalization. In some cases the counselor may authorize vehicle modifications including hand controls and wheelchair ramps. Other assistive devices include hearing aids and accessories.

General Revenue; \$100,000 \$100,000

Capital Outlay Request

The capital outlay request is to purchase equipment items for the Arkansas Career Training Institute (ACTI). Equipment includes heavy shop equipment, welding and metal working machines, industrial automobile repair equipment and wood working equipment.

Federal Revenue; \$250,000 \$250,000

GOVERNOR'S STABILIZATION FUNDING - ARS Allocation

Governor Beebe allotted a total of \$3,640,000 from Stimulus Stabilization Funding to assist the Arkansas Career Training Institute located at Hot Springs with major repair and renovations to the facilities. The projects involve repairing and replacing boilers and hot water systems, electrical rewiring, replacing electrical panels, switches and controls, and roof repairs with down spouts and gutters. The Center will also replace major system components of its air conditioning and heating systems, enhance lighting with energy saving fixtures, replace old leaking windows, upgrade plumbing fixtures and water supply and waste pipes, and repair and upgrade the kitchen facility. The Agency engaged a general contractor to complete the work effort. Most of the work is scheduled for completion on or before June 30, 2011. This request is to provide for any uncompleted work and project completion.

Total: \$500,000 (Appropriation Only)

Vocational Rehabilitation Services Stimulus Supplement

The Department of Education, Rehabilitation Services Administration, awarded Stimulus Funding to assist States in operating programs of vocational rehabilitation; to assess, plan, develop, and provide vocational rehabilitation services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, and capabilities so they may prepare for and engage in competitive employment. The grant covers providing vocational rehabilitation services including: assessment, counseling, vocational and other training, job placement, interpreter services for the deaf, medical and related services and prosthetic and orthotic devices, rehabilitation technology, transportation to secure voc rehab services, maintenance during rehabilitation, and other goods and services necessary to achieve an employment outcome. Since this Stimulus funding is a supplement to the regular grant, the purchase of services may be used to purchase the same types of services. The ARS has also used this funding to purchase major software systems for the ACTI Rehabilitation Hospital and for the Field Program.

In addition, the agency has upgraded its data processing infrastructure according to the approved technology plan. The agency is also using this funding source in conjunction with the Stabilization Funding for renovations at the ACTI.

Total: \$500,000 (Appropriation Only)

The budget components funded with state appropriation were developed in a manner consistent with the requirements of the Revenue Stabilization Act and are based on official forecasts.

OPERATIONAL BUDGET - HIGHLIGHTS

The operational budget is based on estimates of several revenue sources including the Vocational Rehabilitation, Supported Employment, Independent Living, Technology Access Programs, Social Security Reimbursement, Stimulus Funding, Special Revenues, General Revenue and various cash funds. The following schedule summarizes these funds:

Source	Funding
Federal	47,700,192.00
General revenue	12,920,501.00
Other	1,300,000.00
Total	61,920,693.00

The largest components of the budget are the direct service programs of the Field Program and the Office of the Deaf & Hearing Impaired. The combined case service allotments are \$16,500,000. This is an increase of \$300,000 over the previous budget. The ACTI is also a direct service component operating both the Rehab Hospital and the Training Institute. The ACTI is currently operating at a continuing level budget of \$15,000,000. In addition, The ACTI budget includes the General Improvement Funds of \$422,766.

The remaining ARRA Stimulus funds are carried forward into SFY 2011 for last year. The Independent Living ARRA program is completely obligated and should be spent by the end of August. The Stabilization Funding allotted by Governor Beebe has been completely obligated to the general contractor (Carson & Associates) and renovation work has begun. The Vocational Rehabilitation Stimulus funding is supporting the HMS hospital medical software at ACTI, the Libera case management system, upgrading the data processing environment, and architectural and general contractor fees for the projects at ACTI. The case management component of this funding will be allocated after the go-live implementation of Libera. The total Stimulus funding is approximately \$7.7 million remaining.

Budgets are subject to change because of changes in actual revenues, receipts of miscellaneous grants, and authorized reallocation of funds among appropriation and line items. The approved budgets will constitute authority to spend in a manner consistent with applicable state and federal laws and regulations. The Director of the Department of Career Education is authorized to make appropriate corrections and adjustments in accordance with policies and procedures established by the State Board of Career Education.



Department of
Career Education

Mike Beebe
Governor

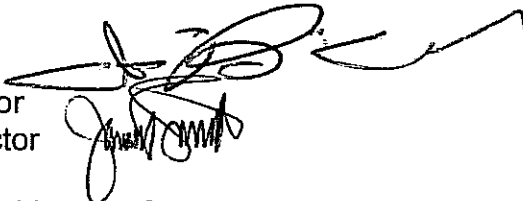
William L. "Bill" Walker, Jr.
Director

August 5, 2010

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director
James H. Smith, Jr., Deputy Director

SUBJECT: INFORMATION ITEM – Awards to Literacy Councils for the 2010-2011 fiscal year



INFORMATION/RATIONALE: The Arkansas Department of Career Education receives funding and appropriation from the public school fund for the support of literacy council operations. These funds are awarded to those councils making application to the Arkansas Literacy Council whose board of directors reviews applications and determines award levels.

The attached list shows the awards for the 2010-2011 fiscal year.

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Mike Beebe
Governor

Bill Walker
Director

Department of Career Education
Arkansas Rehabilitation Services
Robert P. Treviño, *Commissioner*

August 5, 2010

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director
Robert P. Treviño, *Commissioner*
Randy Parker, Assoc. Director Program Planning and Evaluation

SUBJECT: INFORMATION ITEM – ARS DRAFT FY 2011 State Plan for Vocational
Rehabilitation and Supported Employment Services Program

The Arkansas Rehabilitation Services Division of the Department of Career Education is required to submit a State Plan each year to the Rehabilitation Services Administration (RSA). RSA is administratively housed under the Office of Special Education and Rehabilitative Services, U.S. Department of Education. The State Plan is a set of written assurances to the federal government that ARS will comply with state and federal law that is required in order to receive federal funding.

ARS will present an overview of the FY 2011 State Plan as an information item.



Department of
Career Education

Mike Beebe
Governor

William L. "Bill" Walker, Jr.
Director

August 5, 2010

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director
Jonathan Bibb, Program Manager, Apprenticeship and Construction
Education

A large, stylized handwritten signature in black ink, likely belonging to William L. "Bill" Walker, Jr., the Director mentioned in the "FROM" field. The signature is written over the text of the "FROM" field.

SUBJECT: INFORMATIONAL ITEM – Arkansas Apprenticeship Program

INFORMATION/RATIONALE: Apprenticeship Overview – This overview will include apprentice statistics, types of apprenticeships, funding, outreach efforts, success stories, and new partnerships.

STATE OF ARKANSAS



Mike Beebe
Governor

Department of Career Education
Arkansas Rehabilitation Services
Robert P. Treviño, *Commissioner*

Bill Walker
Director

August 5, 2010

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director
Robert P. Treviño, Commissioner *RP2*
Rodney Chandler, Business Relations Manager *R*

A large, stylized handwritten signature, likely of Bill Walker, written in black ink.

SUBJECT: INFORMATIONAL ITEM – ARKANSAS REHABILITATION SERVICES –
BUSINESS SERVICES DIVISION

INFORMATION: The Business Services Section was launched in 2008 as an initiative of the Arkansas Rehabilitation Services Division. The Business Services Section's mission is to provide technical assistance to Arkansas employers seeking to hire people with disabilities and to promote the significant benefits associated with employing persons with a disability. For example, these benefits include tax credits, job coaching, assistive technology, and work place accommodations. The Business Services Section permits ARS to significantly increase employment outcomes for our persons with a disability and to better serve Arkansas' business community.



Department of
Career Education

Mike Beebe
Governor

William L. "Bill" Walker, Jr.
Director

August 5, 2010

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director
Tim Hicks, Law Enforcement Support Office (LESO) Manager

SUBJECT: INFORMATIONAL ITEM – Law Enforcement Support Office – Overview Report

INFORMATION/RATIONALE: Law Enforcement Support Office (LESO) – Provides assistance to 346 law enforcement agencies throughout the state of Arkansas in obtaining technologically advanced and affordable aircraft, vehicles, weapons, and equipment.

STATE OF ARKANSAS



Mike Beebe
Governor

Department of Career Education
Arkansas Rehabilitation Services
Robert P. Treviño, *Commissioner*

Bill Walker
Director

August 5, 2010

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director *BW*
Robert P. Treviño, Commissioner *RT*
Michael Vickers, Program Director *MV*

SUBJECT: INFORMATIONAL ITEM – Arkansas Alternative Financing Program

INFORMATION/RATIONALE: The Alternative Financing Program provides persons with disabilities access to extended-term, at or below market-rate loans for the purchase of assistive technology. A PowerPoint presentation will be made to the State Board of Career Education highlighting program purpose, eligibility, and application process.